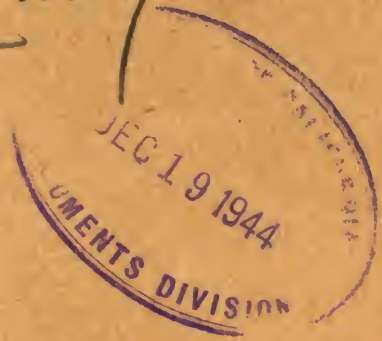


U113
12
TM
1944

TM 28-305

WAR DEPARTMENT TECHNICAL MANUAL

U.S. Dept. of Army



SMALL ARMY

LIBRARIES

WAR DEPARTMENT • NOVEMBER 1944

SMALL ARMY
LIBRARIES



WAR DEPARTMENT • NOVEMBER 1944

*United States Government Printing Office
Washington : 1944*

WAR DEPARTMENT,
WASHINGTON 25, D. C., 20 November 1944.

TM 28-305, Small Army Libraries, is published for the information and guidance of all concerned.

[AG 300.7 (8 Sep 44).]

BY ORDER OF THE SECRETARY OF WAR:

G. C. MARSHALL,
Chief of Staff.

OFFICIAL:

J. A. ULIO, .
Major General,
The Adjutant General.

DISTRIBUTION:

AAF (10); AGF (10); ASF (10); AAF Comd (2); Arm & Sv Bd (2); Dept (10); Tec Sv (2); Sv C (10); Area ASv C (10); PC & S (1) (continental US only); Gen & Sp Sv Sch (10); USMA (2); ROTC (1); A (10); CHQ (10); D (2); AF (2).

For explanation of symbols, see FM 21-6.

U 113
12

T/M 281305
1944
★ ★

CONTENTS

Section		Paragraph	Page
I. GENERAL			
	Purpose of Manual.....	1	1
	Use by Oversea Librarians.....	2	1
	Mission of Army Libraries.....	3	1
	Officers Responsible for Library Service....	4	1
	Organization of Libraries.....	5	2
	Accountability for Books.....	6	4
	Book Selection.....	7	4
II. OPERATION OF A SMALL LIBRARY			
	General.....	8	6
	Preparing a Book for Circulation (check list of steps).....	9	6
	Preparing a Book for Circulation (detailed instructions).....	10	6
	The Charging System.....	11	10
	Periodicals.....	12	11
	Supplies.....	13	11
	Obsolete or Unserviceable Books.....	14	12
Appendix I. SAMPLE FORMS.....			13
II. LIST OF REGULATIONS AND DIRECTIVES PERTAINING TO ARMY LIBRARIES.....			22
III. BOOK SELECTION AIDS.....			23
IV. LIBRARY SUPPLY HOUSES.....			24
V. DEWEY DECIMAL CLASSIFICATION.....			25

SECTION I

GENERAL

1. Purpose of Manual. This manual is for the information and guidance of those concerned with the operation of Army libraries; more particularly, it is for the use of nonprofessional personnel in small libraries in the United States and overseas.

2. Use by Oversea Librarians. Any library service program for soldiers in the field must, of necessity, be simple, easy to use, and flexible enough to allow of adaptation to local circumstances. No hard and fast rules may be laid down. However, the organization of any library is basically the same regardless of size; therefore, the instructions given in section II should be followed in outline if not in detail. The NOTES, giving the most simple procedure for smaller libraries, will often be more suitable for oversea units than the more detailed descriptions of methods. While pains should be taken to see that books are well housed and cared for in order to preserve their usefulness and prevent excessive losses, these considerations are of far less importance than a widespread distribution of the books. **NO LIBRARY PROCEDURES OR REGULATIONS SHOULD BE MADE WHICH WILL CURB THE USE OF BOOKS.** Every effort should be made to bring reading materials to outposts and small isolated units as well as to troops who have access to established libraries.

3. Mission of Army Libraries. Army libraries are established to provide soldiers with leisure-time reading materials of a recreational and informational nature. Study and reference materials are included as well as books of general interest. Reading materials are to be made available to all military personnel, wherever they may be.

4. Officers Responsible for Library Service. *a. IN POSTS, CAMPS, AND STATIONS.* In posts, camps, and stations, the special services officer is responsible, under the post commander, for the efficient operation of library service.

b. IN TROOP UNITS. In troop units the responsibility for library service devolves upon the unit A & R officer. When stationed at a post with adequate library service, he will cooperate with the post

special services officer in establishing such branch libraries, deposit stations, and book-mobiles as are needed to serve his troops. At isolated stations, in maneuver areas, and overseas, the entire responsibility for getting reading matter to the troops will ordinarily be his.

5. Organization of Libraries. *a. IN POSTS, CAMPS, AND STATIONS.* The efficient operation of post library service includes the provision of adequate space conveniently located in attractive, quiet, well-lighted quarters, equipped with sufficient comfortable tables, chairs, and shelving, and a well-selected collection of up-to-date books, newspapers, and magazines. Advertising library service will include the publication of lists of new books received, announcement of library activities through posters, bulletins, camp newspaper, post theaters, and over the public address system. The establishment and regular servicing of branch libraries or deposit stations in isolated areas or outposts are essential in order that reading materials may be made available to the personnel of the entire post and not restricted, as they too often are in practice, to men who happen to be quartered near the library building. It is not enough for the officer responsible for library service to provide books. He must get the books to the men. A well-stocked library will be of little service to men in barracks areas a mile or more away. At most posts it will be necessary to set up deposit stations in exchanges or company day rooms for the less conveniently located troops. Nonexpendable books for deposit stations in exchanges or company day rooms may be placed there on a memorandum receipt from post library. It is suggested that gift books be used for this purpose when available. It is contemplated that regimental A & R officers and company commanders will cooperate in providing the necessary space and part-time personnel for the operation of deposit stations and facilitate book-mobile service. It is suggested that some type of Army vehicle be converted for this purpose. Payment to enlisted men for off-duty work of this nature is authorized in paragraph 27, AR 210-70.

b. IN HOSPITALS. (1) Libraries in general hospitals will be under the supervision of the special services officer of the hospital. Libraries in station hospitals will be under the supervision of the post special services officer. Consultation with the commanding officer of the station hospital will be necessary in order to coordinate library service with the general administration of the hospital.

(2) In general, three types of library service should be provided for patients in Army hospitals:

(a) *For ambulatory patients*, a reading room with a collection of books, magazines, and newspapers paralleling the service provided by regular post libraries. In selecting and furnishing library quarters, special consideration must be given to the readers' comfort. The room

should be well lighted, well ventilated, comfortable and attractive, with a clublike atmosphere. To decorate the walls, reproductions of pictures may be borrowed from colleges or museums in the vicinity and replaced periodically; if there is an arts and crafts program at the post, specimens of soldier art may be secured. Seating should consist primarily of comfortable armchairs with a smaller number of straight armless chairs and reading tables. The room should be fully equipped with wall shelving before the library moves into it. If possible the office and workroom where the librarian processes new books and prepares the book trucks for ward circulation should be not merely a section of the reading room but a separate room opening into it, which can be locked in the librarian's absence. It, too, should be equipped with shelving before the library books and supplies arrive. To facilitate the use of book trucks and to make it possible for patients in wheel chairs to visit the library there should be no door sills and the doors should be wide enough to allow the passage of wheel chairs.

(b) *For patients in noncontagious wards*, service to wards at a minimum of three times a week is recommended. Selection of books and magazines for book trucks should be made by the librarian or capable assistants. Direction of library service rests with the librarian, but the cooperation of the American Red Cross director in the hospital in furnishing volunteer personnel is desirable. In a hospital library it is necessary to have multiple copies of the books and magazines most in demand, besides those for contagious wards. The prompt filling of requests for specific titles, from the library itself or through inter-library loan, is a most important service.

(c) *For patients in contagious wards*, the circulation at least three times a week of book trucks containing magazines and expendable books which may be destroyed after use in a ward.

c. IN THEATERS OF OPERATIONS. (1) In theaters of operations, the direction of unit library service is in the hands of the unit A & R officers. The unit A & R officer must be thoroughly conversant with the existing War Department directives which list the reading materials available to overseas troops and prescribe requisitioning procedures and channels. (See app. II.) The A & R officer must make every effort to obtain all the standard book and magazine sets to which his unit is entitled. Having received them, it is his duty to give them the widest distribution possible among the troops in the command, bearing in mind that first priority should be given to hospitals and outlying units, and not to headquarters establishments.

(2) It is important that a record be kept of the magazines and book titles and subjects that men ask for which are not available in the standard sets. If there is sufficient demand, such books and magazines should be ordered through the Army Exchange Service and paid for out of local funds. They should also be listed in the appropriate

sections of the Semi-Annual Library Service Reports to guide the Library Section of the Special Services Division in future selections.

(3) For the efficient operation of unit library service it is essential that the A & R officer have the assistance of intelligent and willing workers. **IT IS BETTER TO HAVE THE PART-TIME HELP OF A MAN INTERESTED IN BOOKS AND READING THAN THE FULL-TIME SERVICE OF A MAN WHO IS AVAILABLE ONLY BECAUSE HE IS USELESS ELSEWHERE.** Such a man will be equally useless as a librarian. His ignorance will be only too evident in the semi-annual reports, and the men of the unit will chafe at it every time they ask for a book which can't be found or come to the library to look for study materials or answers to technical questions. A man who is interested in and values books himself will normally sympathize with the desire of other men to get reading matter, and will do his best to supply their needs.

6. Accountability for Books. *a. IN CONTINENTAL UNITED STATES.* Within the continental limits of the United States, cloth-bound books purchased out of appropriated funds are subject to accountability under the provisions of AR 35-6800. Books donated by individuals or organizations or purchased from other than appropriated funds will be accounted for under the provisions of AR 210-50. War Department publications in current use, magazines, Field Manuals and Technical Manuals, pamphlets, and paper-bound books are not subject to accountability.

b. OVERSEAS. There is no formal accounting for books outside the United States. The nature of library property records maintained in departments and theaters of operations will be determined by the policy of the commanding general.

7. Book Selection. *a.* Military personnel should have the opportunity to read the same books and magazines that civilians read at home. It is contemplated that libraries shall provide a well-balanced selection of all types of reading matter, including books, magazines, newspapers, atlases, maps, and pamphlets on multiplicity of subjects. Officers responsible for library service will endeavor to meet the standards of American public library service by supplying reading matter on every subject which is of interest to any sizable fraction of the troops they serve. In this connection it must be borne in mind that although only two or three men may ask for a specific book which is not in the library, forty or fifty men may read and enjoy it when it is made available. See appendix III for basic reference tools in book selection.

b. Emphasis is to be placed on furnishing interesting books aimed at laymen, but the needs of men interested in hobbies and study must

also be considered in book selection: textbooks and handbooks in mathematics, radio, photography, aeronautics, automotive engineering, and all the trades are at a premium in most Army libraries. Equally important is the provision of a comprehensive and up-to-date collection of books, magazines, and other materials dealing with the war, its background, and the principles for which we fight. Historical and descriptive works, including fiction, on the countries in which overseas troops are stationed are also needed. At all times it is important to cooperate with the orientation officer in selection of material for his work. At least half of the library should consist of recreational reading which men of various backgrounds would read in civil life: humor, biography, plays, poetry, travel and, above all, recent fiction—with the emphasis on current best sellers.

c. The following specific principles of book selection are to be adhered to:

- (1) Stress readability.
- (2) Avoid the mediocre, subversive, and trash.
- (3) Provide the representative, important books in all subject fields. If possible, provide the best book on the subject.
- (4) Provide authentic military books of interest to any soldiers and the military books pertinent to his special branch of the service.
- (5) Provide nonmilitary informative books, stressing accuracy, clear presentation, and modernity.
- (6) Provide recreation reading which men of various backgrounds would read in civilian life: humor, biography, stories, poetry, and travel.
- (7) Provide recent fiction, but avoiding the mediocre, trashy, and mawkish books, and those with a decided feminine interest.
- (8) Provide fiction of enduring value in a format of good print.
- (9) Provide books with simple vocabulary and adult interest for the near illiterates.
- (10) Provide supplementary reading for classes and correspondence courses.
- (11) So far as possible, provide a textbook collection in cooperation with the orientation and education officer for use in Off-Duty Educational Courses.

d. Any reading material found in camps in the United States which in the opinion of commanding officers is unsuitable for soldier use from the standpoint of being subversive, obscene, or otherwise improper should be reported to service command headquarters for instructions regarding transmittal or destruction. If this reading material is accountable property, it may be dropped from accountability. Overseas, no report prior to destruction of unsuitable reading material is required.

SECTION II

OPERATION OF A SMALL LIBRARY

8. General. In order to establish and maintain effective, well-organized library service it is necessary that a definite system of procedure be set up and carried out with consistency. The following outline of library procedures is to be used as a guide for the operation of the small Army library where a trained civilian librarian is not employed. The aim has been to give concrete directions without becoming too technical, and above all to assist in the establishment of a functional, widely used library. Adjustments of these procedures may be made depending on the size of the library and local conditions.

Note. Overseas it may be desirable to eliminate any or all of the procedures listed below.

9. Preparing a Book for Circulation (check list of steps).

Check with invoice or shipping document.

Stamp with property stamp.

List in accession record.

Put accession number in book, page after title page.

Note accession number on invoice, shipping document, or certificate.

Assign organization fund, voucher number to invoice, shipping document or certificate, and file in organization fund folder.

Complete council book recording.

Prepare checks and organization fund vouchers for special services officer's signature (file duplicate copy until signed original comes back with necessary signatures).

Make certificate for fiscal file and assign voucher number.

Complete stock record.

Classify books.

Shelf list and note subject headings on reverse side shelf list.

Type book cards, pockets, paste in date due slips, etc.

Letter back of book and shellac to preserve lettering.

Arrange on shelves.

Catalog from shelf list when time allows.

10. Preparing a Book for Circulation (detailed instructions). *a. INVOICE.* All books purchased, whether from local or appropriated funds, should be carefully checked upon arrival with shipping document or invoice, so that any discrepancies in billing may be rectified without delay.

b. PROPERTY STAMPS. All books which become the property of the library, either through gift or purchase, should be stamped on the title page with the property stamp showing library ownership of the book.

c. **ACCESSION RECORD.** This is a numerical list of books as they are received in the library. (See fig. 11.) It is suggested that books be listed in the accession record in the order in which they are listed on the invoice or shipping document. Complete accession records should contain the following information about each book (see par. 2, AR 35-6800) :

- (1) Accession number.
- (2) Author.
- (3) Title.
- (4) Publisher (optional).
- (5) Date of publication (optional).
- (6) Cost.
- (7) Source (designation of appropriation from which purchased).
- (8) Debit voucher number and date received.
- (9) Credit voucher number and date disposed of.
- (10) Volume number.
- (11) Notation indicating Government ownership. (Place the letter G before the accession number of Government-owned books.) It is helpful to keep records of books purchased from appropriated funds in a separate accession record from those which are either gifts or purchased from local funds. Some symbol, such as the letter "N" preceding the accession number, should be used to distinguish non-Government-owned books. The accession number should be entered in the book on the page after the title page as a means of identification for the individual book.

Note. In small libraries where no formal accession record is kept, accession numbers assigned to each book may be listed on the invoice or shipping document opposite the designated title. These records will then be kept by date received and will serve as the accession record. The number given each book will be placed in the proper place in the book.

d. **CLASSIFICATION.** A few shelves of books may be used without being classified by subject groupings. In a larger collection of books, however, some system is needed which will bring into one group all the books on a certain subject. In addition, the system should provide a method of locating books on any subject even though they are in circulation and not on the shelves at the time. Generally speaking, any collection of 1,000 volumes or more will be more useful if classified and cataloged. There are three main classes of books: fiction, biography, other nonfiction.

(1) *Fiction.* Books of fiction need not be classified nor marked on the back. They are arranged on the shelves alphabetically by author. Fiction may be lettered on the back with an "F" below which appears the first letter of the author's last name. Perhaps a question mark (?) or the letter "M" could indicate mysteries, and a mark in the form of a cowboy hat or the letter "W" describe westerns.

(2) *Biography*. Biographical books are classified with the letter "B" below which appear the first two letters of the last name of the subject. Collective biography can be given the symbol "Bc" with the initials of the editor or compiler in place of subject. The Dewey number 920 (see (3) below) can be used for collective biography if desired.

(3) *Nonfiction other than biography*. All nonfiction is classified by subject according to the Dewey Decimal System of numbering which divides all fields of knowledge into ten large groups, further subdivided into smaller groups of ten units each. A definite classification number is assigned to each specific subject. In this manner, all books on the same subject have the same classification number and will be placed together on the shelves. An outline of the Dewey Decimal System and an alphabetical list of most widely used subjects with their Dewey numbers will be found in appendix V. After determining the classification number of a book, pencil it on the upper left-hand corner of the title page, as a guide to cataloging, lettering, and other circulation processes.

Note. In very small libraries where the Dewey Decimal classification seems inadvisable because of the nature, size, or location of the library, it is suggested that books be grouped on the shelves by large subjects such as Aeronautics, Humor, History, etc., and that the subject or an appropriate letter representing the subject be used instead of the classification number.

e. **CATALOGING.** Author, title, subject cards for all books in the library are indexed in an alphabetical card file which gives by classification number the location of books on the shelves. (See figs. 1 to 6.) These cards are uniform in size and show by the top line whether they are author, title, or subject cards. (The first word of the top line, exclusive of "a," "an," "the," indicates its alphabetical order in the file.) Classification number is given in the upper left-hand corner of the card. (See fig. 5.) These cards should be typed if possible and should be uniform in appearance. However, no book should be kept out of circulation while cards are being made. Write information on a shelf list card to be typed when time permits and release book for circulation. Indicate on the back of the author card the additional cards made for the book. (See fig. 4.) After the book is cataloged a check (✓) after the classification number on shelf list will indicate that it has been cataloged. Each card should contain the following information:

- (1) Classification number (omitted on title cards).
- (2) Author's full name.
- (3) Title.

f. **SHELF LIST.** The shelf list is a classified card file of all the books in the library arranged in the order in which the books stand on the shelves. It is the key to the library and ranks in importance next to the accession record. It is used (1) for inventory, and (2) to show

all the books in the library in a certain classification. The accession number is placed on the shelf list card on the lower left hand side several spaces below the last line of printing. (See fig. 6.) Shelf list cards are kept in a separate file and filed by classification number. Each card should contain the following information:

- (1) Classification number.
- (2) Author's full name.
- (3) Title.
- (4) Publisher.
- (5) Last copyright date.
- (6) Accession number.

Note. This is the most important card record and should be made before the catalog cards. In libraries where time and the size of the collection does not permit the keeping of a complete catalog file, it is recommended that a shelf list file be kept regardless of the size of the book collection. If books have not been classified according to Dewey Classification but have been given broad subject headings, this heading or the letter indicating it, should be used as the classification number. Cards should be filed by this subject and under each subject alphabetically by author.

g. BOOK CARDS, POCKET, ETC. In order to maintain a system of charging and circulation each book should have in it a pocket, a book card, and a date due slip. Pockets are usually pasted on the inside back cover of the book and the date due slip on the page opposite. Book card is placed in the pocket and removed when book is checked out. Cards and pockets should contain the following information:

- (1) Classification number.
- (2) Accession number.
- (3) Author (last name only).
- (4) Title.

h. LETTERING OF BOOKS. The classification number on the back of the book should be clearly marked, preferably with an electric pencil and transfer paper or in white ink, on the back of the book. The usual location for the number is about 1½ inches from the bottom of the book; any distance may be chosen, but it should be specifically designated and followed in marking each book. This insures an easier method of locating books since all numbers will be on a straight line on the shelves. This number shows the location of the books on the shelves and is an aid in either locating the book on the shelf or returning it to its proper place.

i. ARRANGEMENT ON THE SHELVES. (1) Books of nonfiction are arranged on the shelves according to the classification numbers. Books on the same subject and bearing the same classification number are arranged within the classification number alphabetically by author. Biography is arranged separately under the letter "B" in alphabetical order by the name of the person written about, and collective biography

"Bc" in alphabetical order by the name of editor, author, or compiler. In this way it is easy to keep collective and individual biography in its own section. Fiction is arranged alphabetically by author.

(2) If a separate reference collection is desired, those specialized and technical books which are useful for ready reference should be placed on a separate shelf near the circulation desk. These are kept in the library at all times. In order to distinguish this collection from the rest, and the letter "R" may precede the classification number on the back of the book. A few of the books generally considered to be reference books are: encyclopedias, dictionaries, atlases, yearbooks, and almanacs. Any book whose constant use necessitates its being kept in the library may be classed as a reference book and so marked.

11. Charging System. This is a means of charging out books and other material to users of the library and of maintaining circulation records. The library should have a two-card system consisting of a borrower's card and a book card.

a. BOOK CARD. This card, on which the borrower signs his name, grade, and serial number, contains the accession number, classification number, author, and title of the book. The date the book is due is stamped on the book card in the proper column so designated. (See fig. 9.) This card is filed by classification number behind the date-due card.

b. BORROWER'S CARD. (1) This is a record of books charged to the individual. Each time a book is withdrawn from the library the date due is stamped in the left hand side of the card and followed by the accession number which is penciled in. When the books are returned the book card is used to check against the borrower's card and the accession number of the returned book is crossed off on the borrower's card.

(2) This card carries the name, serial number, grade, and organization of the borrower and is made out when he first applies for library privileges. (See fig. 10.) These cards are filed by organization and then alphabetically according to name within the organization. When the book is returned, the borrower's card is withdrawn from the file and the proper accession number and date due crossed off the record. Since this card shows at a glance if a man applying for clearance has any books charged to him, it should be checked carefully before any clearance is signed. (See *f* below.)

c. PROCEDURE FOR CHARGING A BOOK. Remove the book card from the pocket in the back of the book; have borrower sign on it his name, grade, and organization; stamp date book is due on (1) book card, (2) date due slip (fig. 8), and (3) borrower's card. File book cards in numerical monthly file behind the date of the month on which the

book is due. All cards behind each date should be arranged in alphabetical order by classification number and author.

d. CIRCULATION RECORD. A circulation record sheet should be kept which will give the following information about each day's circulation: number of books circulated in each of the ten classifications, in fiction, and biography, and the total for all classes. (See fig. 13.)

e. OVERDUES. Overdues should be checked each morning. The procedure for checking on overdues may vary from camp to camp. (See fig. 12 for sample form to be used.)

f. CLEARANCES. Librarians should know the form of clearance at the particular post, camp, or station. Make sure that all outgoing personnel are cleared through the library. If there is no form of library clearance or space on the clearance sheet for the library it should be brought to the attention of the library officer. An order can be issued in the Daily Bulletin stating that every man leaving the unit or camp will be cleared through the library before departure.

g. REGULATIONS. Any regulations concerning the use of the library will vary with local conditions. The number of books allowed an individual at one time will depend on the library collection, the demand for the books, and the accessibility of the library. Books are usually charged out for a period of 2 weeks but this will depend on local use. Regulations should be made which will best meet the needs of the personnel to be served. Regulations should be signed by the accountable officer and placed in a location conspicuous enough to be seen by all users of the library.

12. Periodicals. A separate section of shelving should be used for the display of current magazines and newspapers. Periodicals should be stamped with the library property stamp. Current numbers should remain in the library until superseded by a more recent copy. Back copies of magazines of a technical or reference nature may be kept. Disposition of the back copies will depend on the use to which they may be put in the library and the amount of space available for keeping them. If certain periodicals are received regularly through subscription a card check list (see fig. 7), may be kept for each magazine, giving title, date subscription began, frequency of issue, that is, monthly, weekly, etc. Cards will be checked with proper date as magazines are received.

13. Supplies. *a. BASIC LIST.* It is desirable that all Army libraries have a supply of the following articles (see appendix IV):

Accession sheets
Accession book
Book cards
Book ends

Book pockets
Borrower's cards
Bulletin board
Catalog cabinet or file

Catalog cards	Paste
Charging tray guides A-Z and 1-31.	Paste brushes
Circulation forms	Pencils
Date stamp	Pens
Date due slips	Property stamp
Double charging trays	Scissors
Filing cabinet	Shelf labels
Ink—white	Shellac and brushes
Mending tape	Stamp pad
Newspaper rack	Typewriter

b. **DESCRIPTION.** In many instances it will be necessary to improvise the required library supplies. The following descriptions give standard forms and measurements:

(1) Accession book can be improvised from a notebook and required information kept in tabular form where regular form is unavailable.

(2) Library cards are 3 by 5 inches. Printed cards are desirable for book cards, borrower's cards, and date due slips, but if these are not available, use blank cards such as those used for the catalog. A quantity of these should be made up and a supply kept on hand at all times.

(3) *Book pockets*, when unavailable, can be improvised by pasting a 1- x 6-inch slip of heavy paper diagonally across the inside back cover of each book so that a book card can be inserted.

(4) *Bulletin boards* are not a necessity but are of great value for posting library regulations and any other notices and also for displaying book jackets, etc.

(5) *Catalog cabinets* contain drawers for filing the 3- x 5-inch catalog cards. A separate drawer should be used for the shelf list. One set of alphabetical guide cards for each cabinet will prove useful.

(6) *Charging trays* are boxes which hold book cards and borrower's cards. The inside of the tray should be approximately 3¼ inches wide in order to hold the cards upright. Guides for this tray should be numbered for each day of the month.

(7) *Circulation records* may also be kept in a large notebook. A chart may be made in tabular form for each month giving classification numbers across the top and days of the month on the side. (See fig. 13.)

14. Obsolete or Unserviceable Books. Books worn out through fair wear and tear may be withdrawn by using WD AGO Form 447 (Property turn in slip).

APPENDIX I
SAMPLE FORMS

Lewis, Sinclair.
Gideon Planish. Random, 1943.

Figure 1. Author card—fiction.

770
June, Larry.
Photographer's rule book. Macmillan, 1942.

Figure 2. Author card—nonfiction.

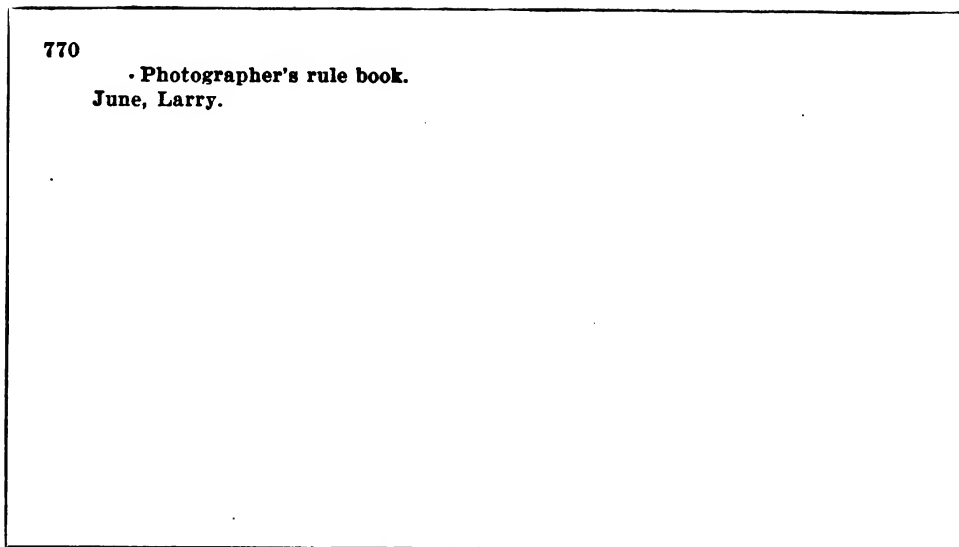


Figure 3. Title card—nonfiction.

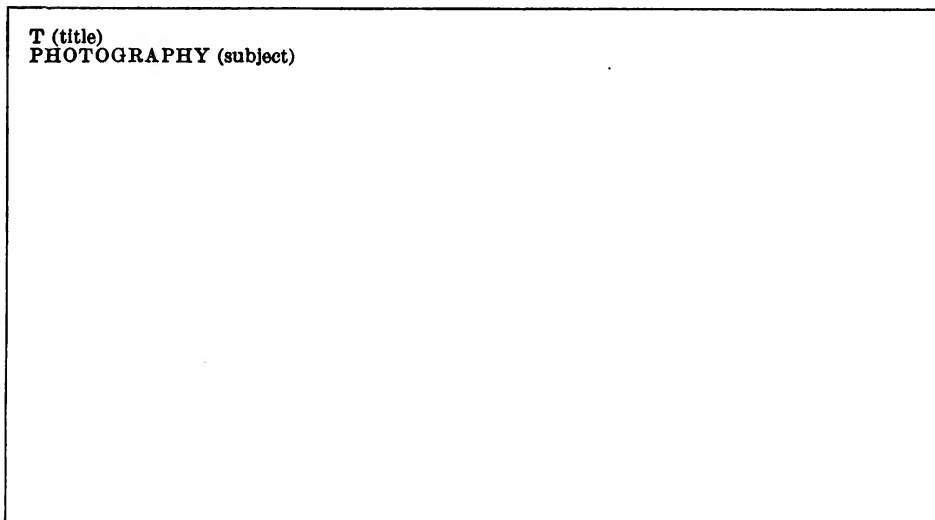


Figure 4. Back of author card, showing tracings for additional cards other than author.

770

PHOTOGRAPHY.

June, Larry.

**Photographer's rule book. Macmillan,
1942.**

Figure 5. Subject card—nonfiction.

770

June, Larry.

**Photographer's rule book. Macmillan,
1942.
(acc. no.) 782**

Figure 6. Shelf list card.

Life										Subs.....			
										Price.....			
										Source.....			
Year	Ja	F	Mr	Ap	May	Je	Jl	Ag	S	O	N	D	
1943													
1944													

Figure 7. Periodical check list card for magazines.

DATE DUE		

Figure 8. Date due slip.

Class No.		Acc. No.
Author:		
Title:		
Date Due	Signature	Organization
12 Jun	Pvt. John Jones	816th

Figure 9. Book card.

Jones, John Pvt. Headquarters Co. 1642 S.U.		(Serial No.)	
Pvt. John Jones			
Due	Acc. No.	Due	Acc. No.
12 Jun	N785		

Figure 10. Borrower's card.

NAME OF LIBRARY..... APPROPRIATION.....

ACCESSION SHEET

DATE..... RECORDS FOR GOVERNMENT-OWNED LIBRARY BOOKS IN ACCORDANCE WITH ARMY REGULATIONS NO. 35-6800

Accession Number	Author	Title	Vol.	Publisher	Year	Source	Cost	Debit voucher No. date received	Credit voucher No. date disposed of
01									
02									
03									
04									
05									
06									
07									
08									
54									
10									
11									
12									
13									

Figure 11. Accession sheet.

**SERVICE CLUB LIBRARY
TRUAX FIELD
MADISON, WISCONSIN**

(date)

SUBJECT: Books overdue

TO: Commanding Officer, -----

1. The men whose names are listed below are indebted to the Service Club Library for books that are overdue.

2. The men whose names are listed below are being notified a **SECOND TIME** that they have books that are overdue.

3. Will you please take disciplinary action against the men listed below who have failed to return books in their possession within ten days from the sending of a second notice.

[s] Joseph O. Carson, II,
[t] JOSEPH O. CARSON, II,
Captain, Air Corps, Library Officer.

Figure 12. Overdue notice.

LIBRARY STATISTICS										Place-----1943-----					Hrs per wk open			Personnel			Average		
										Enl					Civ			Daily Attend					
Date	000	100	200	300	400	500	600	700	800	900	Blog.	Total Non- fiction	Total Fict.	Total Circula.	Daily Attend.	New borrow- ers.							
1																							
2																							
3																							
4																							
5																							
6																							
7																							
8																							
9																							
10																							
11																							
12																							
13																							
14																							
15																							
16																							
17																							
18																							
19																							
20																							

APPENDIX II

LIST OF REGULATIONS AND DIRECTIVES PERTAINING TO ARMY LIBRARIES

Accountability for cloth bound library books.	AR 35-6800
Accountability for books in theaters of operations.	FM 100-10
Army Library Service (basic authority for)	MR 1-10
Auditing accounts	AR 35-6740
Civilian employees—allowances	AR 35-3840
Correspondence—how conducted	AR 340-15
Expendable property	AR 35-6620
Funds, nonappropriated	AR 210-50
Lost, destroyed, damaged or unserviceable property.	AR 35-6640, as amended by existing W. D. directives.
Property accountability and responsibility	AR 35-6520
Property vouchers—numbering and filing	AR 35-6700
Receipt, shipment and issue of property	AR 35-6560
Receipt, shipment and issue of property	TM 38-403
Service clubs, and librarians	AR 210-70
Special Services Company	FM 28-105 (when published)
Special Services Officer	TM 21-205
Transfers of property accountability	AR 35-6680
Uniforms—hostesses and librarians	AR 600-36
Vouchers pertaining to money accounts	AR 35-1040

APPENDIX III

BOOK SELECTION AIDS

Cumulative Book Index. (H. W. Wilson Co., 950 University Ave., N. Y. 52, N. Y.)

Standard Catalog for Public Libraries (& Supplements) (H. W. Wilson Co.)

Fiction Catalog 1940 (& Supplements) (H. W. Wilson Co.)

Book Review Digest (H. W. Wilson Co.)

N. Y. Times Book Review (Weekly) (N. Y. Times, 229 West 43rd St., N. Y.)

Herald Tribune "Books" (N. Y. Herald Tribune, 230 West 41st St., N. Y. 18, N. Y.)

Saturday Review of Literature (Saturday Review Associates, 25 West 45th St., N. Y. 19, N. Y.)

Publisher's Weekly (R. R. Bowker Co., 62 West 45th St., N. Y. 19, N. Y.)

The Booklist (American Library Association, 520 N. Michigan Avenue, Chicago, Ill.)

APPENDIX IV

LIBRARY SUPPLY HOUSES

Gaylord Bros., Inc., Syracuse, New York; Stockton, California.

Library Bureau Division, Remington Rand, Inc., Buffalo, New York. (Branch in all principal cities.)

H. R. Huntting Co., Springfield, Massachusetts.

Demco Library Supplies, Madison, Wisconsin; New Haven, Connecticut.

APPENDIX V

DEWEY DECIMAL CLASSIFICATION

MAIN DIVISIONS

000 General Works	400 Philology
010 Bibliography	410 Comparative
020 Library economy	420 English
030 General encyclopedias	430 German and Teutonic
040 General collected essays	440 French Provençal
050 General periodicals	450 Italian Rumanian
060 General societies museums	460 Spanish Portuguese
070 Journalism Newspapers	470 Latin and other Italic
080 Polygraphy Special libraries	480 Greek and other Hellenic
090 Book rarities	490 Other languages
100 Philosophy	500 Pure science
110 Metaphysics	510 Mathematics
120 Special metaphysical topics	520 Astronomy
130 Mind and body	530 Physics
140 Philosophic systems and doctrines	540 Chemistry
150 Psychology	550 Geology
160 Logic	560 Paleontology
170 Ethics	570 Biology Anthropology
180 Ancient Philosophers	580 Botany
190 Modern Philosophers	590 Zoology
200 Religion	600 Useful Arts
210 Natural theology	610 Medicine
220 Bible	620 Engineering
230 Doctrinal Dogmatics Theology	630 Agriculture
240 Devotional Practical	640 Home economics
250 Homiletic Pastoral Parochial	650 Communication, Business
260 Church: institutions and work	660 Chemic technology
270 General history of the church	670 Manufactures
280 Christian churches and sects	680 Mechanic trades
290 Nonchristian religions	690 Building
300 Social Sciences Sociology	700 Fine arts, Recreation
310 Statistics	710 Landscape gardening
320 Political Science	720 Architecture
330 Economics Political economy	730 Sculpture
340 Law	740 Drawing, Decoration, Design
350 Administration	750 Painting
360 Associations and institutions	760 Engraving
370 Education	770 Photography
380 Commerce Communication	780 Music
390 Customs Costumes Folklore	790 Amusements

MAIN DIVISIONS—Continued

800 Literature	900 History
810 American	910 Geography travels
820 English Anglo-Saxon	920 Biography
830 German and other Teutonic	930 Ancient history
840 French	940 Europe
850 Italian Rumanian	950 Asia
860 Spanish Portuguese	960 Africa Modern
870 Latin and other Italic	970 North America
880 Greek and other Hellenic	980 South America
890 Other literatures	990 Oceania and polar regions

COMMONLY USED SUBJECT HEADINGS AND NUMBERS

Accounting.....	657	Dancing.....	793
Acting.....	792	Dictionaries—English.....	423
Aeronautics.....	629. 1	Dogs.....	636
Agriculture.....	630	Drama—American.....	812
Algebra.....	512	Drama—British.....	822
Amateur theatricals.....	792	Drawing.....	741
Amusements.....	793	Economics.....	330
Architecture.....	720	Education.....	370
Arithmetic.....	511	Electricity.....	537
Art.....	700	Engineering.....	620
Astrology.....	133	Essays.....	814
Astronomy.....	520	Etiquette.....	395
Athletics.....	796	Europe—History.....	940
Atlases.....	912	Explosives.....	662
Automobiles.....	629. 2	Flight.....	629. 1
Bacteriology.....	589. 9	Flowers.....	582
Baseball.....	796	Games.....	793
Basketball.....	796	Gardening.....	635
Biology.....	570	Geography.....	910
Birds.....	598	Geology.....	550
Blueprints.....	744	Geometry.....	513
Bookkeeping.....	657	Grammar.....	415
Books and reading.....	804	Humor.....	817
Botany.....	580	Hygiene.....	613
Boxing.....	796	Hymns.....	245
Bridges.....	624	Insurance.....	368
Building.....	690	Inventions.....	608
Calculus.....	517	Journalism.....	070
Camouflage.....	355	Law.....	340
Cards.....	795	Leadership.....	301
Carpentry.....	694	Letter writing.....	808. 6
Chemical Warfare.....	623	Manners and customs.....	390
Chemistry.....	540	Maps.....	912
China—History.....	951	Marriage.....	612
Civil engineering.....	620	Mechanics, Applied.....	620
Commerce.....	380	Medicine.....	610
Communication.....	621	Metallurgy.....	669
Costume.....	391	Metals.....	669

COMMONLY USED SUBJECT HEADINGS AND NUMBERS—

Continued

Meteorology.....	551	Radio.....	621. 3
Military art and science.....	355	Radio plays.....	808. 8
Military law.....	355	Railroads.....	656
Mineralogy.....	549	Recreation.....	790
Music.....	780	Religion.....	200
Narcotics.....	613	Russia—History.....	947
Natural resources.....	333	Sacred books.....	290
Nature study.....	502	Sailing.....	797
Naval art and science.....	359	Sanitation.....	614
Navigation.....	527	Science.....	500
Nurses and nursing.....	610. 7	Sculpture.....	730
Nutrition.....	613. 2	Social conditions.....	309
Occupations.....	371	Social sciences.....	300
Ocean.....	551	Sociology.....	301
Ocean travel.....	910	Songs.....	784
One-act plays.....	812	Spain—History.....	946
Opera.....	782	Speech.....	808. 5
Ordnance.....	623	Sports.....	796
Painting.....	750	Statistics.....	311
Pen drawing.....	741	Strategy.....	355
Pencil drawing.....	741	Surgery.....	617
Personality.....	137	Surveying.....	526
Pharmacy.....	615	Swimming.....	796
Philosophy.....	100	Theater.....	792
Photography.....	770	Transportation.....	385
Photography, aerial.....	770	Travel.....	910
Physics.....	530	Uniforms, military.....	355
Physiology.....	612	United States—Army.....	355
Plants.....	580	United States—Navy.....	359
Play production.....	792	United States—History.....	973
Poetry—American.....	811	Venereal diseases.....	616
Poetry—British.....	821	Weather.....	551
Political science.....	320	Welding.....	671
Printing.....	655	Wit and Humor.....	817
Psychology.....	150	World War II, 1939.....	940. 5

○

